CPP STUDY COURSE

INVESTIGATIONS OVERVIEW

Credit:

North Texas Chapter

CPP Study Group

September 1, 2025

Investigations Overview

- **Investigations Structure and Content**

  - Approximate percentage of test questions = 15%
  - Investigative Resources
  - Methods of Investigation
  - Results and Reports of Investigation
  - Types of Investigations

Preparation Assistance

- **Protection of Assets Manuals**
  - Guide to Security Investigations
  - Guide to Investigations

The Investigative Process

A. Qualities of An Effective Investigation

1. Objectivity
2. Thoroughness
3. Relevance
4. Accuracy
5. Currency

B. Goals Of The Investigation (Identify, Locate & Provide evidence of guilt)

C. Objectives of The Investigation (Who, What, Where, Why, When and How)

D. Tools Of The Investigator (3 I's)…Information, Interrogation and Instrumentation

Personnel Investigations

A. Background Investigations

1. Purpose
2. The employment application
3. Should be completed prior to an offer being made.

B. Lifestyle (Financial) Investigations

Incident Investigations

A. Claims Investigations

1. All serious claims investigations should be handled through personal contact.
2. Scope of Investigations will be determined by the nature and extent of the claim.
3. Should be completed prior to an offer being made.
4. Interviews should result in obtaining statements.

B. Employee Misconduct Investigations

1. Performed for two reasons
2. Discretion is essential
3. Investigative Techniques
4. Investigation of suspicion of use of controlled substances
5. Embezzlement
6. Fraud
7. Fraudulent Accident/Injury claim; most difficult to deal with

Incident Investigations

C. Explosive, Bombing and Arson Investigations

1. An explosion is defines as:
2. 3 Basic rates of explosion are:
3. Detonations
4. Flash Fires
5. Basic types of explosions
6. Two general types of substances having detonation capabilities
    a. Low Explosives - black powder, nitrocellulose, smokeless pow
    b. High Explosives - nitroglycerin, dynamite, nitro starch

7. Implosions
8. Key motives of the crime of arson
9. Every fire, regardless of size should be investigated
10. Who investigates?

Incident Investigations

D. Sabotage Investigation

1. A willful act designed to hinder or obstruct the purposes for which a company operates
2. Motivation for sabotage are:
3. Difficult to identify and prove
4. If sabotage is suspected….
5. A common type of sabotage is arson.

E. Theft Investigation

1. Effective Loss Control Program
2. Key items
3. Some commonly recognized key vulnerabilities are:
4. Key points is conducting theft investigations:

Incident Investigations

Traffic Accident Investigation

1. In the emergency (first) phase of an accident:
2. After emergency phase is under control:
3. Other investigative Steps which can be conducted away from the sc
4. Measurements and maps are important to the investigation.
5. Written statements should be taken, if possible from all witnesses.
6. Photographs of accident scene are most important to show:
7. Reconstruction of an accident is usually necessary only when the cause of an accident cannot be determined by available evidence.

Undercover Investigation

1. Objectives:
2. Potential Problems

Incident Investigations

G. Undercover Investigations (cont..)

3. Requirements for undercover investigations:

a. Investigator
b. Cover Story
c. Placement Technique
d. Control Scheme
e. Communications
f. A “drop”must be:
g. Law enforcement relations
h. Within the organization:
I. Terminating the investigation

Methods of Investigations

A. Collection of Evidence

1. Real evidence
2. Handling evidence
3. Marking evidence
4. Preserving evidence

B. Interviews and Interrogation

1. The interview
2. The interrogation
3. Investigative Interview
4. Written Statement
5. Techniques during an interrogation:
6. 2 Approaches used with regard to interrogation:

Methods of Investigations

C. Devices to Detect Deception

1. Polygraph
2. Psychological Stress Evaluation

D. Surveillance

1. Surveillance is the process of observing persons, places or activities during the course of an investigation.
2. Covert/Overt
3. Results of surveillance
4. Two basic forms of surveillance:
5. Moving surveillance; the most difficult type of surveillance
6. Types of moving surveillance:
7. Surveillance logs
8. Surveillance in expensive
9. Electronic surveillance is also know as “bugging” or

Results and Reports of Investigations

A. Report Writing

1. Most are narrative style
2. Key points regarding report writing

B. Statements and Confessions

1. Must be voluntary
2. No prescribed format for obtaining confessions
3. Advised of rights
4. A waiver of rights should be in written format
5. Statement should be typed
6. Unsigned statement may still be of value

Investigative Resources

A. General

1. Private and confidential
2. Subpoena

B. Informants

C. Proprietary Resources

Recent Developments

A. DNA Profiling

1. Body Fluids
2. Tissue

B. Offender Profiling

1. Serial Crimes
2. Personality Assessment

Test Questions

1. Which of the following is not a legitimate purpose of an investigation for employee misconduct?

A. To determine whether company rules have been violated.
B. To ascertain whether company policies have been violated.
★ C. To catalog information of employees which might be derogatory for future use.
D. To determine if state/federal laws have been violated.

Test Questions

2. The investigator's best approach to questioning relies on the following:

A. Most suspects will lie or circumvent the truth.

★ B. A suspect is innocent until proven guilty

C. A key suspect is guilty and evidence must be found to substantiate that feeling

D. A signed statement in the form of a confession must be obtained.

Test Questions

3. In conducting gambling investigations, the staff investigator should:

★ A. Cooperate with local, county, state or federal law enforcement

B. Not use undercover operatives

C. Wiretap the employee's home phone

D. Search the lockers of all suspects

Test Questions

4. Which of the following investigative resources should not normally be used in a gambling investigation conducted by a proprietary investigative force?

A. Closed circuit TV cameras

B. Undercover operatives

★ C. Telephone surveillance

D. Fluorescent powder

Test Questions

5. In investigating homicide and suicide, the best source would probably be:

★ A. County coroner's office

B. Health Office

C. State Attorney General's Office

D. Federal Law Enforcement

Test Questions

To obtain information concerning marriage licenses, an investigator would co

A. Appropriate health department

B. Tax bureau

★C. Bureau of Vital Statistics

D. Appropriate Court

Test Questions

In conducting a “claim” investigation where the claim is a serious one and wh
there is cause for doubt in connection with the loss or claim, the type of inves
to be used is:

A. Telephone
B. Mail
★ C. Personal contact
D. Undercover

Test Questions

8. A yellow colored crystalline solid pertains to the following explosive:

A. TNT

B. Dynamite

C. Nitroglycerin

★ D. Picric Acid

Test Questions

9. Which of the following is not a high explosive?

★A. Nitrocellulose

B. Nitroglycerin

C. Dynamite

D. Nitro Starch

Test Questions

1. One of the following is <u>not</u> considered an element of the common law crime o

★A. Commercial building
B. Malicious

C. Burning

D. Willful

Test Questions

11. Which of the following is not a requirement for a successful undercover investigation:

A. A qualified investigator
B. A plausible cover story
C. An effective control scheme
★D. Developing necessary evidence for prosecution

Test Questions

12. If necessary to terminate an undercover investigation, which of the followin actions should <u>not</u> be done:

A. Withdraw the agent safely
B. Withdrawn the agent immediately
C. Salvage as much of the result of data
★D. Reveal identity of the agent

Test Questions

13. The principal item of expense in an investigations budget will be:

A. Communications

B. Equipment

C. Maintenance

★D. Personnel costs

Test Questions

4. The single most important administrative control in handling investigations

★A. Indexing

B. Case assignment

C. Case review

D. Documentation of status

Test Questions

5. As a general rule, the number of consecutive years employment or non-emp
to be verified preceding the date of investigation are:

★A. 5 years
B. 7 years
C. 3 years
D. 2 years

Test Questions

6. Any investigation containing unfavorable information should be retained in for a period of not less than:

A. 1 year
B. 5 years
★C. 3 years
D. 2 years

Test Questions

7. The rule that states that approximately one in ten applications will have ma
omissions which will require going back to the applicant is called:

★A. The Rule Of Ten
B. The Rule Of Nine

C. The 1-10 Rule

D. The Verification Rule

Test Questions

18. Which of the following should be interviewed last or near the end of an investigation under usual circumstances:

A. Those with extensive information

B. Those preparing to take a trip out of the area

★C. Those likely to be hostile

D. Those with less than extensive information

Test Questions

9. If the interviewee is hostile during the investigation, it is preferable to condu
interview at:

★A. The security office

B. Home of interviewee

C. A neutral spot

D. In an automobile

Test Questions

0. Which of the following characterizations regarding investigative surveillanc
true?

A. They are expensive

B. They are time consuming

C. They are often non-productive

★D. They are illegal in most jurisdictions

Test Questions

1. The process whereby communications are intercepted or recorded is known

A. Physical surveillance

★B. Technical surveillance

C. Surreptitious surveillance

D. Black bag operations

Test Questions

2. It is becoming increasingly more difficult to do a good pre-employment back investigation because:

A. Expense

B. Lack of skilled investigators

★C. Various laws and court decisions which inhibit the use of techniques and/or instruments available.

D. Uncooperative attitude of persons being interviewed.

Test Questions

23. Interviews should be conducted:

A. In the company of suspect's attorney

★B. In an area where distractions are minimal

C. In a comfortable room which is well furnished like home

D. In an area where light is focused in suspect's face

Test Questions

4. The most consistently available and most valuable sources of information a

A. Documents at the scene

B. Fingerprints on the objects involved

★C. Persons involved in the incident

D. Telephone records of calls into and out of the area

Test Questions

25. An undercover operator should be:

A. A member of the investigative staff of the operation

B. A trusted employee in the department under investigation

C. Unknown by anyone likely to be in the target population

D. An off duty law enforcement officer

Test Questions

26. One of the objectives of an undercover investigation is not to:

A. Establish a method of diversion of goods

★ B. Ascertain the level of organized labor activity in the work force

C. Provide information for personnel action

D. Obtain evidence of past or future crime

Test Questions

27. Which of the following is not true concerning a witness:

★ A. A witness must have directly observed the incident

B. A person who heard the accused make certain remarks may be a witness

C. A specialist in the analysis of evidence may be a witness

D. A person with knowledge of the whereabouts of the accused at the time of the incident may be a witness.

Test Questions

8. In an incident investigation, the general rule is to first interview persons wh

★A. Are not likely to be available for later interview
B. Are likely to be hostile
C. Have the most extensive information about the incident
D. Are familiar with some or part of the subject matter

Test Questions

9. A subject who has a sixth grade education has a statement typed for him by
investigator. Which of the following should <u>not</u> be included in the typed sta

A. Profanity used by the subject
B. The actual sentences spoken by the subject

C. Highly complex sentences and large words
D. References to witnesses of the incident

Test Questions

0. Which of the following is <u>not</u> true regarding communications with an under
agent:

A. Normal contact is initiated by the agent

★ B. The contact telephone should be answered with the name of the company

C. An alternate contact telephone number should be established

D. The telephone should be reserved exclusively for investigations